

## INSTRUCTIONS FOR COMPLETING THE QUARTERLY REPORT

The Quarterly Report must be completed, signed and returned to the Missouri Gaming Commission on or before the respective due date for each quarter as listed below.

QUARTER	DUE DATE
January through March	April 30
April through June	July 31
July through September	October 31
October through December	February 28

Failure to submit the Quarterly Report by the required due date will result in a penalty of \$5.00 per day for each day late. This is in accordance with Section 313.052 and Regulation 11 CSR 45-30.535.

Page one of the Quarterly Report is a summation of the monthly bingo gross receipts, prize payouts and net receipts. This information should be maintained for each occasion conducted throughout the year, in accordance with Regulation 11 CSR 45-30.175.

To complete the form, include the name of the licensed organization, bingo license number, mailing address, city, state, zip code and the day of the week bingo is held. (If your organization conducts bingo on a rotating schedule, enter "Rotating" in the space provided.)

- Column 1 - List each month of calendar quarter.
- Column 2 - State the number of games held for each month.
- Column 3 - State gross receipts (money collected) received from the sale of pull-tabs.
- Column 4 - State gross receipts (money collected) received from the sale of bingo cards (include all special game receipts including progressive game receipts).
- Column 5 - State gross receipts (money collected) received from the sale of miscellaneous items (daubers, etc.).
- Column 6 - State the total amount of starting cash for each month.
- Column 7 - State prizes awarded each month for pull-tab winners.
- Column 8 - State prizes awarded each month for bingo winners.
- Column 9 - Net receipts is a total of the gross receipts plus the starting cash minus the prizes.
- Column 10 - State the actual amount deposited each month from bingo occasions.
- Column 11 - Explain any differences in net receipts and actual deposits.

Total each Column (2) through (10)

Enter the date of each occasion including all regular and special events during the quarter. For each occasion, enter the number of players and actual amount deposited (starting cash and all receipts).

**The Quarterly Report must be signed by an officer of the organization. Please provide a daytime telephone number of the preparer.**

Page Two of the Quarterly Report is to be utilized for listing disbursements from your bingo checking account. **Every check written during the quarter must be listed in sequential check number order in spaces provided. This includes voided checks.**

- Column A - Indicate the date the check was written.
- Column B - State the check number.
- Column C - Indicate to whom the check was written.
- Column D - List the check amount here if the check was used to pay for actual expenses of conducting the game (ie: bingo supplies, rent, security, bookkeeping, starting cash, advertising, etc.).
- Column E - Provide a brief statement of the reason for the expenditure.
- Column F - List the check amount here if the check was written for the benefit of your own organization (ie: general fund, utilities, organization property improvements, etc.).
- Column G - List the check amount here if the check was written to a charity, other than your own organization.

You may attach additional sheets if necessary. (Alternate reports or automated reports are acceptable, if prior approval has been granted.)

The completed Quarterly Report must be filed with the Missouri Gaming Commission, Bingo Division, PO Box 1847, Jefferson City, MO 65102, on or before the due date listed above. If you have any questions concerning the completion of this form, you may telephone 573-526-5370 for assistance. Fax 573-526-5374.